



Weekly Information & Communication



November 17, 2014

WIC Conference Survey

We are in the process of planning the Spring Conference, and determining whether or not a Fall conference is needed or desired. Please complete [this survey](#) and let us know what you think. We are also asking for feedback on what topics you would like covered at the Spring Conference. We look forward to everyone's input!

WIC Has a New Website

Montana DPHHS has a new website and so does WIC. Please bookmark the new site: <http://dphhs.mt.gov/publichealth/WIC> and take some time to familiarize yourself with it. Almost all of the old information and resources are still available, although they may have been reorganized into a different location. One exception is that we will be posting only the last six months of newsletters online. Also some of the documents provided through newsletters before October may not be available – just give a call and we will track it down for you. Please contact [Kevin](#) if you have any questions about where to find something, identify any dead links, or have ideas for improvement. This site is still very much a work in progress, and thank you for your patience.

October Reports Available

[Breastfeeding & Peer Counselor Report October 2014](#)

[Participation Report October 2014](#)

WIC Futures Study Group

We will be having a brief WFSG conference call on Thursday, December 4th from 9:30-10:30 a.m. Observers are welcome to call in and listen to the meeting. We will post the call-in information and agenda in the coming weeks. If you have topics that you think are important for the group to discuss, please contact your representative.

Santa Fe Community College Spring 2015 Courses

Santa Fe Community College has announced their 2015 Spring Semester courses. Learn how to [register](#) and remember the classes fill early so be sure to contact Gretchen Scott to get enrolled.

Nestlé Nutrition Institute (NNI) Site Webinars for RDs

Bobbi Jo Rettmann, Account Executive for our area at Nestle Nutrition, provided information about a recent change for their webinars. If an RD is unable to attend on the date they were offered, the webinar can now be viewed at a later date and still provide RD CPEs. The Commission on Dietetic Registration is now offering a new activity type, recorded pre-approved CPEs. If you've missed a webinar recently and would like to view it independently, please read the [detailed instructions](#) from the Commission on Dietetic Registration. Webinars viewed for CPE credit can be NO later than one year from the actual live event date. RDs can submit up to 15 CPEUs under activity 175 with their re-certification cycle. Nestlé HealthCare Nutrition does not offer CPE certificates for viewing recorded webinars posted on the NNI website. The RD should print the website page that identifies the program title, speaker and summary of the program that includes the live presentation date.

Note – This pertains to RDs only. Nestle does not have a similar arrangement for RN or other CEUs. WIC CEUs may be available for webinars that are appropriate for our target population. You can check with Chris if you have questions about a specific webinar qualifying for WIC CEUs.



Certification Policy Tip of the Week

Question: What are the requirements for notifications of Ineligibility, Termination, and Certification Expiration?

Answer: Below are the requirements for notifying participants of either their ineligibility, expiration of their certification, or termination from the program.

- 1. Notice of Ineligibility:** Clients must be notified, in writing, if they are ineligible for the program. This notice must include the reasons for their ineligibility and their right to a fair hearing. During a Management Evaluation reviewers will check to ensure that the notice and reasons for ineligibility are properly documented and is properly filed. This notice should include the Civil Rights statement. (Reference 246.7(j) (5))
- 2. Notice of Termination (suspension or disqualification):** Clients must be notified, in writing, 15 days before they are terminated from the program. This notification shall include the reasons for termination and the participant's right to a fair hearing. This notice should include the Civil Rights statement. During a Management evaluation reviewers will check to ensure that 15 days advance notice was provided to the participant and that the notice is properly documented. There are some situations when this notice is not required (i.e. when participants fail to pick up checks for consecutive months if the State agency implements this option). Please refer to the regulations for other situations when this notice is not required within the specified timeframe. (Reference 246.7(j)(6))
- 3. Notice of Expiration of a Participant's Certification:** Clients must be notified at least 15 days before their certification period is going to expire. This does not have to be made in writing, however during a Management Evaluation reviewers must be able to verify that this notice is being provided within the proper timeframes. Notices can be provided by non-written methods such as telephone voicemails, emails, text messages, printing a notification on the Food Instrument, etc. The regulations require this notice to be at least 15 days before the expiration of the certification period. The intent of this requirement is to provide adequate notice to the

participant that they will need to be recertified. Providing a notice too far in advance would not be adequate for the participant. Generally this notification should ideally be made no sooner than 30-45 days before the expiration of the certification period. The Civil Rights statement is not required on this notice. (Reference 246.7(j) (8) & Internal Guidance from HQ)



Help us keep the distribution list updated - send e-mail address changes, additions and deletions to the WIC State Office at 1-800-433-4298.

A copy of all newsletters can be found on the WIC website - go to <http://wic.mt.gov>
USDA prohibits discrimination in the administration of its programs
